

5 FAM 970 EXTERNAL RESEARCH ACTIVITIES

5 FAM 971 GENERAL

(TL:IM-4; 6-30-92)

a. the office of research (INR/RES) funds and manages the department's external research program of studies, conferences, and grants. these projects focus on key foreign policy issues and serve as the department's primary vehicle for interdicting outside experience, advice, and expertise into the policy process.

b. Offices wishing to initiate a conference or a research study should contact the Office of Research (RS) early in the planning stage. The RES staff provides substantive and technical guidance, and suggests individuals or research organizations with relevant expertise. The requesting office will work with a functional or geographic area. The Office of Research often co-funds projects with other U.S. government agencies. This cooperation helps avoid duplication of research and improves the quality, accuracy and utility of each project. On occasion, INR/RES facilitates and manages research projects funded by other Bureaus.

c. Forward unsolicited proposals from individual experts or research institutions to INR/RES with a recommendation for Department support.

d. Contracts are issued for research projects that meet Department research objectives and further the state of the art. The annual program includes about one hundred different projects varying from \$500 to \$100,000 (most are less than \$15,000) and taking from one week to 12 months to complete.

e. INR/RES provides specific guidance to those proposing a conference or a research study. Conferences involving scholars, journalists, business representatives, and other specialists from the private sector are organized to brief a newly appointed ambassador, or to explore some critical foreign policy issue. Ambassadorial briefings provide a recently appointed ambassador the opportunity to gain new perspectives from top non-USG experts on the country of assignment. The agenda is tailored to the new ambassador's specific interests and background. Contract studies with nongovernment specialists may be more basic and exploratory, eliciting input related to an upcoming international negotiation or policy decision.

5 FAM 972 WORK STATEMENTS

(TL:IM-4; 6-30-92)

Prepare Work Statements in this format:

TITLE: Unclassified, short, clearly indicating the focus of the reset.

I. PURPOSE

Describe why the study is needed and its expected goal.

II. BACKGROUND

Describe briefly the events or circumstances leading up to this request that set the stage for the work requirements.

III. DESCRIPTION OF WORK REQUIREMENTS

Scope out the work and specify the essential tasks. list assumptions to be made and techniques to be used, e.g., surveys, interviews, models, etc.

IV. LEVEL OF EFFORT

Estimate the number of professional full-time person-months to complete.

V. DELIVERY DATE AND PAYMENT SCHEDULE

State the target date. Indicate whether interim reports are required and whether a draft report must be submitted for comment before the final is formally submitted. If partial payment is to be authorized, what milestones should be completed before each payment.

VI. MONITORING ARRANGEMENTS

To be completed by INR/RES.

VII. PUBLICATION REQUIREMENTS

To be completed by INR/RES. Submit requests, except for urgent and compelling requests, except for urgent and compelling requests, for contract research studies to INR/RES as early as possible but by:

February 1	—over \$25,000
April 1	—\$10,000 to \$24,999
June 15	—\$1,000 to \$9,999
August 1	—\$999 or less

5 FAM 973 THROUGH 979 UNASSIGNED